

**PERFORMANCE SKILLS EVALUATION CHECKLIST
(OPTIONAL)**

May be used by student or teacher to record ongoing progress.

Student Name: _____ **Period:** _____

Performance rating scale:

- | | |
|------------------------|---|
| 4 = Highly Skilled | Successfully demonstrated without supervision |
| 3 = Moderately Skilled | Successfully demonstrated with limited supervision |
| 2 = Limited Skill | Demonstrated with close supervision |
| 1 = Not Skilled | Demonstration requires direct instruction and supervision |

A minimum score of 3 for each of the following performance skills must be achieved to meet state skill certification requirements—which represents attaining at least 80% competency on the applicable state core standards.

PERFORMANCE SKILLS STANDARDS				
STANDARD 02 – Basic Accounting Equation	1	2	3	4
<i>Define the basic accounting equation.</i> <i>Classify items as Assets, Liabilities, or Owner's Equity accounts.</i> <i>Explain why the accounting equation must be in balance.</i>				
STANDARD 03 - Debits and Credits	1	2	3	4
<i>Prepare a Chart of Accounts and identify the normal debit or credit balance of accounts.</i> <i>Analyze transactions that increase/decrease assets, liabilities and owner's capital accounts and record them in T-accounts.</i>				
STANDARD 04 - Journalizing and Posting	1	2	3	4
<i>Analyze and journalize business transactions using source documents.</i> <i>Open general ledger accounts and post business transactions from a general journal to the accounts in the general ledger (including correcting entries.)</i>				

Student Name: _____

STANDARD 05 – Trial Balance and Financial Statements	1	2	3	4
<p><i>Prepare a Trial Balance.</i></p> <p><i>Prepare an Income Statement and a Balance Sheet.</i></p> <p><i>Prepare and explain the purposes of each financial statement and describe the way they articulate with each other.</i></p>				
STANDARD 06 – Closing Entries and the Post-Closing Trial Balance	1	2	3	4
<p><i>Analyze, journalize, and post closing entries.</i></p> <p><i>Prepare a Post-Closing Trial Balance.</i></p>				
STANDARD 07 – Cash Management	1	2	3	4
<p><i>Prepare banking documents/forms.</i></p> <p><i>Prepare a bank reconciliation and the necessary journal entries.</i></p> <p><i>Demonstrate a cash proof.</i></p> <p><i>Establish and replenish a petty cash fund.</i></p>				